



# State of Connecticut EXAM ANNOUNCEMENT

## CONTINUOUS RECRUITMENT OPEN TO THE PUBLIC CHILD CARE LICENSING SPECIALIST

ANNUAL \$63,728 SALARY: \$81,186	SALARY GROUP: SH 23	APPLICATION CLOSING DATE: <b>MAY 10, 2016</b>	EXAM NO: 080450CRPD
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### SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW (REISSUED WITH DATE FOR 2016)

**PURPOSE OF CLASS:** In the Office of Early Childhood this class is accountable for independently performing a full range of technical duties involved in the licensing and regulation of child care programs and providers.

#### MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

**GENERAL EXPERIENCE:** Six years of experience in the provision of professional child care services with involvement in program development and operational policy.

**SUBSTITUTIONS ALLOWED:** (1) College education may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's Degree in child development, early childhood education, public health, social work or other related area may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required to travel.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of and ability to interpret relevant state and federal laws, statutes, regulations, policies and procedures related to child care programs; knowledge of principles and techniques of operating child care programs; knowledge of various economic, emotional, medical, psychological and social factors influencing attitudes and behavior of individuals and families; knowledge of community resources available to individuals and families; considerable interpersonal skills; considerable oral and written communication skills; ability to determine child care program and provider compliance with governing statutes and regulations; ability to obtain, organize, assess and present evidence related to program provider compliance with regulations; ability to maintain records and prepare reports; organizational ability.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u> EXPERIENCE AND TRAINING	<u>WEIGHT</u> 100%
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#### APPLICATION/EXAMINATION PROCEDURE

**APPLICANTS MUST SUBMIT:**

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. **Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision.** Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Child Care Licensing Specialist, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Child Care Licensing Specialist cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience in the operation of child care programs. Be specific as to your role and the types and size of programs for which you were responsible, i.e., child day care centers, family day care homes, etc. Include in your description experience that you have had in developing and implementing operational policies and procedures to ensure operational efficiency and effectiveness. Be specific as to the nature and purpose of the policies and procedures you developed and for whom they were developed. Also describe your experience interpreting state and federal laws, statutes, regulations, policies and procedures relative to child care programs. Be specific as to the nature and purpose of the interpretation and for whom it was provided. (2) Experience conducting on-site visits or inspections. Be specific as to the types of visits/inspections you conducted, their purpose and the nature of the visits/inspections, (i.e., health and sanitation, food service, space, staffing, neglect/abuse of children or other illegal practices). Also be specific as to the size of the facilities you have visited and/or inspected and the size of the case load for which you were responsible. (3) Experience serving as coordinator/consultant to child care providers, parents, teachers etc. Be specific as to the services you coordinated and/or provided, their nature and purpose, to whom they were provided, and the intended outcome. (4) Oral and written communication experience. Detail your experience writing and reviewing reports/documents, preparing inspection/investigative narrative reports or records relative to child care programs. Be specific as to the nature and purpose of these reports or written materials, for whom they were prepared and the intended outcome. Also detail your experience with others which you feel demonstrates your oral communication and interpersonal skills. Be specific in explaining the nature of those dealings and whom they were with. Detail any public speaking experience. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) **Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and examination materials will be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package.** (5) Mail application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2840**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **A separate application/examination package must be submitted for each examination you are applying for.** (8) **Application/examination package must be date stamped by DAS/Human Resources or postmarked by MAY 10, 2016 for the JUNE 30, 2016 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.

**FORMS:** Application forms ([CT-HR-12](#)) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

(reissued April 1, 2016)

#### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.